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August 30, 2013

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE
AMENDMENT NUMBER 1 TO CONTRACT NUMBER PH-002200 WITH
DECADE SOFTWARE COMPANY, LLC**

This is to notify you that I am exercising the delegated authority approved by your Board on August 21, 2012, to execute amendments to the Agreement with Decade Software Company, LLC, that adjust the scope of work tasks and/or activities, provided the amounts payable do not exceed the available amount of Pool Dollars.

Under this authority, I will execute Amendment Number 1 to Contract Number PH-002200 with Decade Software Company, LLC, to extend the date to achieve a contract deliverable milestone (i.e., "System Acceptance for Phase 1") from September 1, 2013 to December 31, 2013; update contractor information in the Contractor's Administration section of the Agreement; and replace the existing "Task/Deliverable Summary Review Form" with an alternative one with minor changes (e.g., specifying the names of County staff who can provide approval on the form).

Decade Software Company, LLC is the provider of the Environmental Health Permit and Inspection Management System (EHPIMS) software that provides the ability to create new and renewal permits and licenses while allowing inspectors to electronically input data in an online or offline mode. EHPIMS also has the capability to process accounts payable and accounts receivable information for all permits and licensing fees. Additionally, EHPIMS can schedule all Environmental Health inspections (e.g., routine, re-inspections, and revisits) and store applications.

County Counsel and the Chief Information Officer have reviewed and approved Amendment Number 1 as to form. County Counsel has reviewed and approved this delegated authority action.

If you have any questions or require additional information, please let me know.

JEF: av
#02780

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors